



COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 15-2010

Posting Date: April 16, 2010

JOB TITLE	<u>HEALTH CARE FINANCIAL ANALYST</u>
EXAM NUMBER	206726
FILING DATES	April 19, 2010 until needs are met
SALARY	\$4,476.36 - \$5,871.18 MONTHLY
POSITION INFORMATION	Prepares reimbursement claims for health care provided under Federal, State, and Special medical aid programs or prepares yearly budget requests, annual financial plans and evaluates operational performance against expenditures standards.
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none">• Analyzes reimbursement requirements for Federal, State, Special Programs to determine if claims for reimbursement conform to applicable rules and regulations and result in maximum revenue collection.• Prepares Medicare and Medi-Cal cost reports and State mandated disclosure reports.• Analyzes costs and develops rates for contractual agreements with County and Non-county providers.• Analyzes preliminary budget requests, conducts comparison studies of units and sub units previous financial performance and cost effectiveness, completes cost analysis, revenue forecast and reports findings and recommendations to financial management.• Develops annual financial plans for the expenditure of funds with each unit, monitors performance against the plans and prepares summaries of financial activities to keep units informed of financial condition.• Develops, monitors and adjusts billing rates to reflect cost changes and maximize cost recovery.• Analyzes utilization of billing rates for appropriate application informs management of problems and recommends corrective action.• Analyzes computer print outs and conducts studies of accounts, records and the integrity of computerized data which are basic to program and financial reporting.• Identifies operational problems, develops solutions and recommends modifications in the automated accounting system to improve the responsiveness of the system to the needs of expenditure management.

Department of Mental Health: Address: 550 S. Vermont Ave., Room 901, Los Angeles, CA 90020
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

MINIMUM REQUIREMENTS

- Participates in cost, revenue, and accounting systems and procedural studies, reports findings and recommendations, implements those approved by Health Services, departmental administration and by the Auditor-Controller when necessary.
- Writes policy and procedures manuals pertinent to accounting control, fiscal record keeping and audit trails.
- Reviews, analyzes and drafts replies to audit findings of governmental agencies.

Completion of accounting courses in an accredited college* equivalent to 21 semester units or 32 quarter units including at least two courses in advanced accounting subjects such as governmental accounting, computerized accounting or auditing **-AND-** one-year professional accounting or responsible staff experience** in **health care financial operations**.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information:

*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc.**

Transcripts: In order to receive credit for any college course work, you must include a legible copy of the official transcripts from the accredited institution indicating the completion of required course work with your application at the time of filing.

**Responsible staff experience is defined as staff experience at the journey-level requiring working knowledge of rules, regulations, and other guidelines relating to program area assigned.

SPECIAL INFORMATION

Shift: Any Shift

Past and present mental health clients and family members are encouraged to apply.

VACANCY INFORMATION

The resulting eligible register will be used to fill vacancies throughout the Department of Mental Health.

EXAMINATION CONTENT

This examination will consist of an evaluation of education and experience based upon application information weighted 100%.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once every twelve (12) months.

*** * * * IMPORTANT INFORMATION * * * ***

**APPLICATION
INFORMATION**

How to Apply: All applicants are required to submit a standard County of Los Angeles Employment Application. You have the option of filing your application either online (via electronic submission) -OR- by hard copy submission. **Please select only one method to file your application.** This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended or closed at anytime without advance notice.

Instructions for Filing Online: A standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically beginning April 19, 2010. Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted.

To apply online, click on the link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1334br

Candidates who apply online must upload any required documents as attachments during application submission or fax the documents to (213) 637-8274 within five (5) business days of filing online. Please include your Name, Exam Number and the Exam Title on the faxed documents.

Instructions for Hard Copy Submission: A standard County of Los Angeles Employment Application for this position will be accepted on business days only between 8:00 a.m. to 5:00 p.m., beginning April 19, 2010. The standard County of Los Angeles Employment Application is available at the filing location below or may be downloaded from the Department of Human Resources website at:

<http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Mental Health
Human Resources Bureau, Recruitment Unit
550 S. Vermont Avenue, 9th Floor, Room 901
Los Angeles, CA 90020
(213) 738-2823

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2823.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2823. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.